

CALL FOR FISCAL YEAR 2008 GRANT APPLICATIONS



CLEAN WATER ACT SECTION 319 NONPOINT SOURCE (NPS) GRANTS

July 20, 2007

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[Attachment D – Sample Watershed Restoration Project Scope of Work \(SOW\)](#)

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[Attachment J – Quality Assurance Project Plan \(QAPP\) Form / Outline](#)

SCHEDULE FOR FISCAL YEAR 2008 319 GRANTS

<u>EVENT</u>	<u>DATE</u>
Release of Call for Section 319 Grant Applications.....	July 20, 2007
319 Grant Workshop	September 4, 2007
Lake County Courthouse	
106 4th Ave E	
Polson MT	
9:30 – 4:30	
319 Grant Workshop	September 7, 2007
Beaverhead County Courthouse	
2 Pacific	
Dillon MT	
10:00 – 5:00	
319 Grant Workshop	September 11, 2007
Montana Fish, Wildlife & Parks	
Region V Headquarters	
2300 Lake Elmo Dr	
Billings MT	
9:30 – 4:30	
Draft Applications Due to DEQ.....	September 28, 2007
Draft Comments Due to Applicants	October 26, 2007
Final Applications Due to DEQ.....	November 30, 2007
Evaluation by Water Activities Work Group (WAWG).....	January 16, 2008
Final Scopes of Work Due to DEQ.....	February 8, 2008
DEQ Submits State of MT Application for EPA Review.....	March 7, 2008
DEQ Sends Out Grant Agreements to Project Sponsors	May 16, 2008
Project Sponsors Return Signed Agreements.....	June 27, 2008
Funds Available.....	July 1, 2008

1.0 INTRODUCTION

The Montana Department of Environmental Quality (DEQ) is issuing this Call for Grant Applications under Section 319(h) of the Federal Clean Water Act (CWA). This guidance will cover Fiscal Year 2008.

Section 319(h) funds for projects are distributed competitively to support the most effective and highest priority projects. There are three categories for competitive projects:

- Water Quality (Watershed) Restoration
- Ground-Water Restoration
- Education and Outreach

DEQ is soliciting project proposals from eligible applicants to further Montana's Nonpoint Source Program goals. Montana's primary goal is to protect clean water and restore water bodies that are impaired by nonpoint source pollution that do not meet state water quality standards. Protection of clean water that meets or exceeds standards is accomplished through the use of appropriate management practices, also referred to as Best Management Practices (BMPs), and the application of education and outreach (E&O) activities.

For impaired water bodies that are not meeting standards, the State's goal is to restore those waters through the development and implementation of science-based, locally-supported water quality plans (WQPs). Restoration of impaired water bodies is primarily done through implementation of BMPs as called for in approved WQPs to help achieve the goal of meeting water quality standards.

These overall program priorities are described in the 2007 Montana Nonpoint Source Management Plan (<http://www.deq.state.mt.us/wqinfo/nonpoint/NonpointPlan.asp>).

DEQ is the lead Montana agency for the NPS program and for the Clean Water Act section 319 grant program. The 2008 grant cycle will focus on 1) Watershed restoration projects, including planning and implementation, for watersheds with approved water quality/TMDL plans; 2) Ground-water restoration projects, including planning and implementation, for completed TMDLs or highly susceptible public water supplies with an identified ground-water connection; and 3) Education & Outreach (E&O) opportunities that address statewide needs as identified in the five-year E&O prioritization table of the 2007 MT NPS Plan. The map of watersheds with approved water quality plans is provided in "Attachment H" of this document. A list of TMDLs/approved water quality restoration plans is available at: <http://www.deq.state.mt.us/wqinfo/TMDL/finalReports.asp>. Completed Source Water Delineation and Assessment Reports (SWDARs) for public water supplies are available at: <http://nris.state.mt.us/wis/swap/swapquery.asp>.

Required Project Application Criteria

Only one category (e.g. Water Quality) per application is allowed. Multiple applications are permitted in this Call For Grant Applications; however, the following guidelines will be enforced:

- Multiple applications in the same category must be in different project areas.
- Multiple applications in the same project area must be in different categories.

All applications **MUST** keep the administrative cost category at 10% or lower. DEQ has instituted a 10% cap for all administrative costs for all application categories in accordance with the National Guidance from EPA. This cap must be maintained. Administrative activities that can be included in project costs include but are not limited to: project reporting, mailing, rent, insurance, and office supplies.

Applicants should review the specific criteria requirements for each category detailed in Sections 2 – 4 to determine if multiple applications will benefit the overall project.

1.1 Applicant Eligibility

Applicants must be either a governmental entity or a nonprofit organization. A governmental entity is a local, state or federal office that has been established and authorized by law. Nonprofit organizations are identified as having a tax exempt declaration of 501(c-3) from the Internal Revenue Service.

1.2 Cost Share Requirements

Applicants must be able to meet a 40% cost share (also known as match) for the project. The cost share will utilize non-federal matching funds for the project and must be from a private, state, local, or non-profit source. The cost share can be in the form of cash, other grants, or in-kind services that have a direct benefit to the described project. When committing match dollars to a 319 project, applicants must remember that the match can only be applied to one project. When listing match dollars and source, please indicate if the funds have been secured or intend to be solicited at the time of the application.

1.3 Application Schedule

The application process will happen in two stages. The first stage is the Draft Application Process. The second stage is the Final Application Process. **ALL APPLICANTS MUST COMPLETE BOTH DRAFT AND FINAL APPLICATION STAGES.**

In both stages, submission of the application **MUST** be done in both electronic and hard copy forms. Electronic form means that the document must be delivered on a CD, disk, or via E-Mail. If submitting via E-Mail, the required application elements are the summary sheets and Sections 1 and 2 of the application and the format must be MS

Word. Supporting documents must be in Microsoft Office Suite compatible format or Adobe PDF. Hard copy form means a written application (on paper) with support documentation. Documents in electronic form must be received by the identified deadlines and documents in hard copy must be postmarked by the deadlines listed below and on the Schedule for FY 2008 319 Grants.

RECEIPT OF ELECTRONIC FORMAT IS SUFFICIENT FOR MEETING SUBMISSION DEADLINES.

To submit an application hard copies should be mailed to:

Rob Rung, Contracts / Grants Officer
Water Quality Planning Bureau
Department of Environmental Quality
1520 E. Sixth Avenue
P.O. Box 200901
Helena, MT 59620-0901

E-mail transmissions must be submitted to: rrung@mt.gov.

If you have any questions on submitting the application, please contact Mr. Rung at 406-444-6756 or rrung@mt.gov.

1.3.1 Draft Application Process

Draft applications for all categories are due to DEQ on or before September 28, 2007. One electronic form and one hard copy form must be submitted for draft applications. Failure to meet the deadline will disqualify an application from consideration.

APPLICANTS ARE ENCOURAGED TO SUBMIT DRAFT DOCUMENTS PRIOR TO THE DEADLINE OF SEPTEMBER 28, 2007

DEQ Staff will review Water Quality (Watershed), Ground-Water Restoration, and Education and Outreach draft grant applications and will provide comments and recommendations on the project and / or application. The recommendations will be provided in written format to the applicant no later than October 26, 2007.

1.3.2 Final Application Process

Applicants should incorporate the recommendations made by DEQ to increase the likelihood of funding. Applicants are encouraged to discuss the applications with DEQ Staff or Water Activities Work Group (WAWG) members during the entire draft and final submission process. WAWG is the evaluation committee for the 319 applications and is comprised of governmental, private and non-profit environmental professionals. DEQ Staff and WAWG members are not allowed to discuss the evaluation, ranking or funding

recommendations with applicants once the final documents have been submitted. All applications in final form **MUST** be received by DEQ no later than **November 30, 2007**.

After submission deadline, all communication on the process must be conducted through Rob Rung, DEQ Contract / Grant Officer. Mr. Rung can be contacted by telephone at 406-444-6756 or via email at rrung@mt.gov.

Final applications must be received in electronic form prior to 5:00 pm on November 30, 2007. Hard copy form must be hand delivered or postmarked no later than November 30, 2007. Failure to meet the deadline will disqualify an application from consideration. **One** electronic form and **TWO** hard copy forms must be submitted for final applications.

1.3.3 Final Application Evaluations

Competitive applications will be evaluated by the Water Activities Work Group (WAWG) on January 16, 2008. Applicants will be offered an opportunity to present the proposed project to the WAWG. Presentations will be limited in time (DEQ will determine the allowable presentation time limit) and DEQ Staff will coordinate all media needs.

Evaluations for all projects will utilize category score sheets. Preliminary score sheets are included with this document as Attachment A. DEQ reserves the right to modify the score sheets at a later date. If score sheets or any other part of this document are modified, DEQ will announce and distribute the changes through a written addendum.

The evaluation process will determine if a project should receive Full Funding, Partial Funding or Not Be Funded. The funding level may necessitate negotiations on a final Scope of Work (SOW) prior to having the application incorporated into the DEQ 2008 319 Project Grant.

The US Environmental Protection Agency (EPA) has final approval on all projects selected by DEQ for funding. EPA reviews the final SOW for TMDL components, consistency with Montana's NPS Management Plan, EPA 319 Program Guidance, and overall impacts on water quality. EPA, in consultation with the US Fish and Wildlife Service, will also conduct an Endangered Species Act (ESA) review to establish necessary parameters for compliance with the Act. Upon receipt of EPA approval, DEQ will issue Grant Agreements (contracts) to the successful applicants.

2.0 SPECIFIC CRITERIA FOR WATER QUALITY (WATERSHED) RESTORATION PROJECTS

General Water Quality Application Information

Applications for Water Quality (Watershed) Restoration Projects must follow these general application requirements. All water quality restoration and water quality planning projects should describe or list the specific water quality restoration priorities / schedules from their watershed plan. Applications will also describe the impairments from the integrated report / 303(d) list that the project will be addressing or restoring. The applications must contain the specific requirements detailed in Sections 2.1 – 2.5 below.

TOP PRIORITY for Water Quality (Watershed) Restoration applications will be those restoration projects implementing prioritized water quality restoration activities from DEQ approved water quality plans (including TMDL plans). The application will describe the link between the projects' proposed restoration activities and the water quality plans' implementation priorities or scheduled restoration activities. The watersheds with DEQ approved TMDL water quality plans are shown in "Attachment I" of this document and a list of these plans is available at:

<http://www.deq.state.mt.us/wqinfo/TMDL/finalReports.asp>.

HIGH PRIORITY projects applications include water quality (watershed) restoration projects implementing water quality strategies from an approved water quality (watershed) restoration plan for impaired waters. Such water quality (watershed) plans with restoration strategies could include: NRCS approved watershed plans with restoration implementation strategies, Conservation District plans describing water quality restoration priorities and strategies, Source Water Protection plans for impaired surface waters with restoration priorities or schedules, DNRC plans implementing water quality restoration strategies, Fish Wildlife and Parks watershed / fishery restoration plans with water quality strategies, DEQ water quality restoration plans with restoration strategies (but lacking restoration priorities or schedules), and watershed restoration plans developed by BLM, Forest Service, FWS, or other public agencies that include water quality restoration strategies for impaired waters.

MEDIUM PRIORITY water quality restoration projects include watershed restoration activities for impaired water bodies on the year 2006 lists (Categories 4 or 5 – see water body listings at: <http://nris.state.mt.us/wis/environet/2006Home.html>).

Applications for projects in a Top Priority Watershed will receive first consideration for funding during the evaluation process. Applications for High Priority Watersheds will receive the next consideration for funding; Medium Priority Watershed applications will be evaluated after high priority watersheds have been considered. Funding levels for medium priority water quality restoration projects will be tied to their watershed restoration scheduling and project contributions in meeting the DEQ watershed restoration schedules (primarily scheduled TMDL restoration activities).

2.1 Application Outline for Water Quality (Watershed) Restoration Projects

The application must be submitted in the following manner:

- Nonpoint Source Grant Application Summary Form
- **Section 1.0 – Project Introduction and General Description**
 - Statement of Need and Intent
 - Water Quality Plan (WQP) and TMDL Priority
 - Project Planning and Management
 - Collaborative Effort
 - Reporting Requirements
 - Education & Outreach Component
 - Operation and Maintenance Component
 - Monitoring Component
- **Section 2.0 – Scope of Work**
- **Section 3.0 – Support Documents**
 - Project Milestone Table
 - Project Budget Table
 - Project Map
 - Letters of Support

2.2 Application Administrative Requirements

Cost Share Requirements - Applicants must be able to meet a 40% cost share (also known as match) for the project. The cost share will utilize non-federal matching funds for the project and must be from a private, state, local, or non-profit source. The cost share can be in the form of cash, other grants, or in-kind services that have a direct benefit to the described project. When committing match dollars to a 319 project, applicants must remember that the match can only be applied to one project. When listing match dollars and source, please indicate if the funds have been secured or intend to be solicited at the time of the application.

An example of a 60 / 40 cost share for a project with a total cost of \$160,000 is \$100,000 of 319 Funds and \$60,000 cost share. The matching funds cost share is calculated by taking the amount of 319 funds requested, dividing by 60% which forces a total project price and then subtracting the original 319 funds request. In this example, $\$100,000 / 60\% = \$160,000$. Subtracting \$100,000 from \$160,000 gives a balance of \$60,000 in matching funds.

Administrative Costs - All applications **MUST** keep the administrative cost category at 10% or lower. DEQ has instituted a 10% cap for all administrative costs for all application categories in accordance with the National Guidance from EPA. This cap must be maintained. Administrative activities that can be included in project costs include but are not limited to: project reporting, mailing, rent, insurance, and office supplies.

Formatting—When preparing an application, please use the following format:

- One-inch bottom, top and side margins.
- Arial or Times fonts.
- Font size no smaller than 11 points except for footnotes or endnotes.
- Single spacing throughout narrative.
- Font style, size, and spacing requirements do not apply to tables, captions, spreadsheets, footnotes or endnotes.
- The project title of five words or less.
- Applications are limited to 10 pages of narrative and 5 support pages. Support pages, Section 3 of the application, includes maps, photos, data, milestone table, budget table, and letters of support table. Nonpoint Source Grant Application Summary Form and letters of support are not included in the page count totals.
- When submitting an application in draft form, please provide 1 hard copy and 1 application in electronic format by September 28, 2007.
- When submitting a Final Application, please provide 2 hard copies and 1 electronic format by November 30, 2007.
- The top page of the application will be the Nonpoint Source Grant Application Summary Form. It should be completed to the best of the applicant's ability for the draft submission. DEQ Staff is available to assist in completing the form.
- Final Applications must have the entire Nonpoint Source Grant Application Summary Form completed and signed by the authorized agent of the sponsoring organization.
- All signatures must be original and in BLUE ink for Final Applications on hard copies.

Grant Application Summary Form—The Nonpoint Source Grant Application Summary Form attached to this document as Attachment B. The form is also available electronically and includes drop down menus to assist in completion. Please contact Rob Rung at 406-444-6756 or rrung@mt.gov for the electronic version of the form.

2.3 Components of Application Section 1.0: Project Introduction and General Description

All applications must have a brief introduction of the overall project and the sponsoring organization. The proposed project should implement and support Montana's 2007 Nonpoint Source Management Plan. **This introduction should state how the project will accomplish priority actions under the Nonpoint Source Plan (NPS Section 5.1).** (<http://www.deq.state.mt.us/wqinfo/nonpoint/NonpointPlan.asp>)

The Introduction will be comprised of subsections. These subsections are described below. Each subsection must have a header identifying the subsection and contain the information described below.

- **Statement of Need and Intent**

The project application must clearly describe a water quality restoration plan activity and/or a NPS program need that the project will improve and benefit. Prevention of pollution in impacted or threatened waters is also considered a need. The statement of need must detail the project area; identify water quality issues of the project area (including lack of information); and how water quality restoration or related watershed activities will help achieve water quality standards in the watershed area. The narrative should provide information that defines the type of water quality problem (chemical, biological, physical / habitat). Specify the source(s) of the pollutant or cause of the environmental degradation. If chemical or sediment constituents are involved, provide loading and concentration information. If problems are related to physical / habitat decline, document the cause of the degradation. Include information on the timing of the pollution problem (e.g., storm-event related, low flow or continuous).

The Statement of Need and Intent must contain the overall expected outcomes of the project. **Outcomes** are the results or consequences of carrying out the proposed actions in the application (such as goals and objectives). **Outcomes** are measurable quantitative results of the work proposed (e.g. meet water quality standards, reduce bank erosion, or achieve an urban runoff load allocation).

Projects should include a summary description of important watershed characteristics such as topography, elevation, land ownership, land use, precipitation (with seasonal distribution), other climatic information, soils, geology, erosion rates, aquifer vulnerability, wellhead protection area, vegetation conditions, and man-made features.

Include baseline project information on the project location. The application must include project site(s) geographic coordinates (latitude, longitude and / or township/range/section), project timing and duration information. Additionally, providing project plans (including BMP locations, BMP conceptual descriptions/diagrams, and sizing of improvements) is strongly encouraged. A detailed design is not necessary, but enough information should be provided to be able to understand the work to be accomplished and how it will lead to the project outcomes.

- **Water Quality Plan (WQP) and TMDL Priority**

Applications will describe the water quality priority as identified through a WQP/TMDL strategy for restoration, the most recent 305(b) report, or through activities that will restore waters connected to listed water quality impairments. Applications will describe implementation of a Restoration Strategy called for in an existing Water Quality Plan (WQP) or include activities that will lead to the development of a Watershed Restoration Plan (WRP). Water Quality projects must detail which proposed activities would implement the priorities of a WQP or Total Maximum Daily Load (TMDL). Specifically, the application must detail priorities contained within an approved plan and how their application will continue and / or initiate the desired course of action described within the plan. The application **MUST** connect the applications' proposed activities to the

approved plan's recommended implementation strategy. Watershed restoration and implementation activities could include tasks such as: 1) development of a Watershed Water Restoration Plan; 2) engineering design work; 3) watershed group activities to oversee development of the plan and designs; 4) Sampling Analysis Plan (SAP) development and field monitoring and / or modeling; 5) restoration project and field implementation; 6) post implementation monitoring; and 7) restoration project operation and maintenance. Other tasks could be for additional phases of WQP such as refinement of targets and load allocations, five-year evaluations, and long-term monitoring for trends analysis.

Applications for Water Quality (Watershed) Restoration Projects should explain how priority tasks identified in an existing watershed plan will be implemented using the established schedule.

- **Project Planning and Management**

The application should show that the project efficiently and effectively achieves Montana's NPS goals. This section will include an analysis of how the responsible parties were selected and the costs were calculated for each section. Costs for subcontractors, in-kind support efforts, and other funding sources must also be included. The application should detail what level of overall project funding will be from 319 funds and how the applicant determined the amount. Describe the products that will be delivered to DEQ at the completion of each task (outputs). Show that consideration was given to the costs of reporting, method of delivery of products to DEQ and efficient use of 319 funds. Applications should detail how the project will maintain all documentation and reporting on performance measures / environmental benefits.

When preparing the application, it is imperative that organizations detail an analysis of how costs are calculated, when contracted help (subcontractors) will be utilized and how reporting / products will be conveyed to DEQ.

THIS ANALYSIS SHOULD BE PRIMARILY CONTAINED IN THE INTRODUCTION AND HIGHLIGHTED WHEN NECESSARY THROUGHOUT THE DOCUMENT

- **Collaborative Effort**

Applicants must document in this section how the project proposal was developed and will be carried out under a collaborative effort. Applications must show that the project has reached out to all possible sources of funding and assistance for successful project completion. Include the organizations that would most logically be involved in a comprehensive coordinated effort. Describe the sources of technical and financial assistance needed and / or authorities that will be relied upon to develop and / or implement the project. Applications need to address other relevant Federal, State, local and private funds and resources that may be available to assist in implementing the effort.

Letters of Support - Support from the local stakeholders is a key element in the success of a project. Applicants are required to provide a minimum of three letters of support from local stakeholders for the project grant application. Applicants are encouraged to submit more than three letters of support if possible. Letters of support must be described within this subsection, showing a broad base of support for the application.

- **Reporting Requirements**

This subsection must detail in what format and how products will be delivered to DEQ. All status, annual, and final reports will be submitted in electronic as well as hardcopy format, for inclusion in the Grant Reporting and Tracking System (GRTS). Reports consisting of the compilation and / or analysis of existing data will also be submitted in electronic format, for inclusion in GRTS.

All applications must include a narrative on how reporting requirements will be achieved. The reporting requirements for all projects will include submission of status reports, annual, and final reports for the project. Status reports are to be submitted with billing requests and should detail the work that the grantee is requesting for reimbursement. Annual reports are also required that will detail project expenses and accomplishments. The final report will consist of a document that will act as a “stand alone” report for the entire project. Parties unfamiliar with the project must be able to read the final report and have a clear understanding of the project from inception to completion, including data collection, photo documentation, analysis of accomplishments, description of any obstacles encountered, recommendations for future projects, and a complete fiscal breakdown of the overall budget and how 319 funds were expended.

Additional reporting requirements must be included in the SOW for all Water Quality (Watershed) projects. Projects must report all data compiled and/ or collected as a result of the project. EPA’s 319 national guidance requires that all projects involving “on-the-ground” activities that address nitrogen, phosphorous or sediment pollutants must report load reductions. These restoration projects must report “load reductions for nutrients and / or sediments by identification of Best Management Practice [BMP] or method utilized to reduce the pollutant.” When a BMP is implemented, the project sponsor must establish a nutrient or sediment load reductions utilizing either a model or monitoring techniques to establish the reduction. In other words, a project utilizing BMPs to reduce nutrients and / or sediments must report on how successful the project was in reductions in those pollutant loads. This data must be included in the GRTS and will be input into the database by DEQ.

In order to improve State and public access to water quality data, all in-stream water quality monitoring data for water resources collected pursuant to the implementation of a Section 319 project, must be included in STORET. The water quality monitoring data therefore must conform to a specific format for direct import using the STORET Import Module (SIM). SIM compatible Electronic Data Deliverable (EDD) file specifications are

detailed on the web at

http://www.deq.state.mt.us/wqinfo/datamgmt/STORET_SIM_Support.asp. Questions regarding the SIM compatible format can be directed to Jolene McQuillan of the Data Management Section, (406) 444-5304 or jmcquillan@mt.gov for further consultation.

Applicants must incorporate the reporting requirements as tasks and describe the products. Applicants should consider the reporting and delivery requirements associated with providing products to DEQ for input to STORET and GRTS when calculating the costs of the task. The line item(s) can be either objective or task level. The reporting requirements for a watershed project may likely take several tasks for completion but should be limited to within one goal or one objective level of the SOW.

- **Education and Outreach Component**

Applications must contain an Education and Outreach (E&O) component. This component should be a subcategory within the Introduction. DEQ will limit the percent of 319 funds that can be allocated towards E&O to 10% of the total 319 funds requested for water quality (watershed) category projects. Applicants must be able to justify the costs associated with E&O activities and the benefit to the project and ultimately improved water quality. The cost cap only applies to the 319 funds requested; applicants can obligate greater amounts of funds for their E&O activities from other funding sources to utilize towards the match requirements.

The E&O component should identify the target audience, information to be disseminated, and method of delivery. The E&O component must be detailed as a specific line item within the SOW and have reasonable associated costs. The specific line item can be either objective or task level.

- **Operation and Maintenance Component**

Applications containing implementation activities must provide a detailed plan for operation and maintenance of any implemented management practices. The plan must ensure the project is properly operated and maintained for the life span of the practice. Operation includes the administration, management, and performance of non-maintenance actions needed to keep the completed practice safe and functioning as intended. Maintenance includes work to prevent deterioration of the practice, damage repair, or replacement of the practice to its original condition if one or more components fail. DEQ and EPA reserve the right to inspect any project funded in part (either direct 319 funds or as cost share funds for 319 projects) or in total by 319 funds for conformance to operation and maintenance condition for the life span of the practice. The life span shall be determined by mutual agreement and definition between the applicant and DEQ based on similar projects and programs. If an applicant fails to properly operate and maintain the practice, DEQ and EPA reserve the right to demand a refund of 319 funds expended to implement the practice.

- **Monitoring Component**

The Monitoring Component will be a subsection of the Introduction. The monitoring component will be included in the SOW as a separate line item for the project at the goal, objective or task level. The narrative for the Monitoring Component must ensure that monitoring is consistent with the state's EPA-approved Quality Assurance Project Plan (QAPP) and identify any site-specific amendments required for this project that are not covered by the QAPP. The project monitoring standard operating procedures (SOPs) must be contained in the SOP manuals accompanying the state's QAPP. The application may describe an alternative approach that includes a schedule to develop the appropriate procedure as more information becomes available. The DEQ project officer must approve the QAPP before sampling and monitoring begins. Specific guidelines on writing a QAPP are provided on EPA's Web site at <http://www.epa.gov/volunteer/qappcovr.htm>. Attachment I contains a QAPP form / outline that can be filled out and submitted to the project officer that will usually suffice to meet this requirement. Monitoring plans may, dependent upon the QAPP, require a Sampling and Analysis Plan (SAP) for the project. For assistance on SAP development, please contact Mark Bostrom, DEQ QA Officer at 406-444-2680 or via email at mbostrom@mt.gov.

Additionally, this subsection must describe how and when data will be managed and reported. Results from the data analysis should be used to evaluate progress, determine if changes in project / monitoring design need to be considered and assess the overall final project success. Identify the organization(s) responsible for project evaluation and specify how the resulting information from the data analysis will be shared and utilized for future projects. The QAPP and /or SAP should describe how the data will be conveyed to DEQ so that it can be input into the STORET database system and GRTS database. For all restoration projects, measures of success must be developed as outputs and outcomes (measurable results). These measures should be reported in the annual and final reports. Applicants should consider the **Monitoring Component** and associated **Reporting Requirements** when calculating task costs.

2.4 Components of Application Section 2.0: Scope Of Work (SOW)

The application must contain a Scope of Work (SOW). The SOW will consist of Tasks, Responsible parties, Timelines, Costs and Outputs (Deliverables). A SOW must contain a minimum of one task. All tasks must be numbered sequentially throughout the SOW. Administrative Costs and / or Fees must be listed as a separate task within the plan.

Task descriptions in the application **MUST** detail how the task will be accomplished. Immediately after this task description, the following must be listed:

Responsible Party
319 Cost

Match Cost Share, Source and Status (secured or intent)
Output(s)

The task activities should be logically presented with the responsible entities and their contributions clearly delineated. An ideal number of tasks to be included in a SOW ranges from four to eight (this includes a task for project administration and / or administrative costs). Applications will not be penalized for containing less than four tasks or more than eight tasks.

The SOW should contain a description of the overall project outputs, descriptions of the project tasks that provides a clear picture of the extent and type of work to be accomplished, and the location of the project sites(s) using geographic coordinates (latitude/longitude) and/or the public land survey system (township/range/section). A detailed design is not necessary, but a conceptual description of the activities to be conducted should be detailed enough to be able to understand the work to be accomplished and how it will lead to the project outcomes.

An example SOW for the watershed category is found in Attachment D. If you have questions, contact Rob Rung, DEQ Contract / Grants Officer at 406-444-6756 or rrung@mt.gov.

2.5 Components of Application Section 3.0: Support Documents

The grant application must also have the support documents described below.

- **Project Milestone Table**

A milestone table provides the best method to demonstrate how a project will progress at a glance. The project milestone table should be referenced in the narrative and included as a support document. An example milestone table is found in this document as Attachment G.

- **Project Budget Table**

A Project Detail Budget Table provides the best format for providing the required budget information. The budget table provides a summary of project budgets and the sources of funds. The project budget table should be referenced in the narrative and included as a support document. The dollar figures utilized in the SOW must be consistent with the budget table and totals on the Project Summary Sheet. An example budget table is found in this document as Attachment H.

- **Project Map**

Provide map(s) showing location and size of project activities and / or aquifer. Maps must detail project location by section / township / range and when appropriate

longitude and latitude. Appropriate information incorporated on the map may include when necessary: land uses; land ownership; project location; and important water resources (including major wetlands). Also, provide information on locations of present, past and future sampling sites, sources of problems or critical areas, and other pertinent information such as wells, natural springs, and point sources.

- **Letters of Support**

Letters of Support for the project and a Table (Attachment C of this Call for Grant Applications) summarizing those letters should be included in Section 3 of the Grant application.

3.0 SPECIFIC CRITERIA FOR GROUND-WATER RESTORATION PROJECTS

General Information

Applications for Ground-Water Restoration Projects must follow the general application requirements (refer to Section 1.0). However, they must also contain the specific requirements for this category as detailed below. All applications must address the NPS impacts from/to ground water in order to qualify for funding in this category.

Applications for Top Priority projects will receive first consideration for funding during the evaluation process. Applications for High Priority projects will receive the next consideration for funding; Medium Priority project applications will be evaluated last. Funding levels will be tied to the priority level of the proposed project plan as long as the application meets all other criteria and the project addresses NPS implementation activities.

319 Ground-Water Restoration grant proposals that carry out ground-water quality recommendations from initiated and/or completed TMDLs will receive the highest or **TOP PRIORITY** for funding. The watersheds with DEQ approved TMDL water quality plans are shown in "Attachment I" of this document and a list of these plans is available at: <http://www.deq.state.mt.us/wqinfo/TMDL/finalReports.asp>.

Additionally, 319 Ground-Water Restoration grant applications that propose to complete and/or implement DEQ approved Source Water Protection Plans (SWPPs) for a ground-water source PWS with high or very high susceptibility ratings for one or more significant potential contaminant sources will also receive the highest or **TOP PRIORITY** for funding. Source Water Delineation and Assessment Reports for public water supplies can be located on the web at <http://nris.state.mt.us/wis/swap/swapquery.asp>.

The second tier, or **HIGH PRIORITY**, 319 Ground-Water Restoration grant applications should accomplish restoration and/or protection measures for impaired waters from nonpoint source pollution as identified in Board of Environmental Review approved Water Quality Protection District plans, and other agency, municipality or stakeholder approved water quality restoration plans that have been reviewed by the DEQ (i.e. NRCS approved watershed plans, Conservation District watershed plans, etc.).

Additionally, 319 Ground-Water Restoration grant applications that propose to address statewide restoration and/or protection measures for ground water from nonpoint source pollution will also receive **HIGH PRIORITY** for funding. DEQ's statewide ground-water quality restoration goals are identified in the 2007 Nonpoint Source Management Plan as education & outreach identified actions in Table 4.3 and ground-water related actions identified in Section 5.1 Five-Year Action Plan and Priorities.

The third tier, or **MEDIUM PRIORITY**, 319 Ground-Water Restoration grant applications should apply restoration and/or protection activities that will improve impaired waters.

Impairment determinations should be based on available data, such as aquifer condition data or water bodies that are identified on the most current 303(D) list.

3.1 Application Outline Ground-Water Restoration Project

The application must be submitted in the following manner:

- Nonpoint Source Grant Application Summary Form
- Section 1.0 – Project Introduction and General Description
 - Statement of Need and Intent
 - Ground–Water Restoration or Protection Components
 - Aquifer Relationship to Surface Water
 - Project Planning and Management
 - Collaborative Effort
 - Reporting Requirements
 - E & O Component
 - Monitoring Component
- Section 2.0 – Scope of Work (SOW)
- Section 3.0 – Support Documents
 - Project Milestone Table
 - Project Budget Table
 - Project Map
 - Letters of Support Table

3.2 Application Administrative Requirements

Cost Share Requirements - Applicants must also be able to meet a 40% cost share (also known as match) for the project. The cost share will utilize non-federal matching funds for the project and must be from a private, state, local, or non-profit source. The cost share can be in the form of cash, other grants, or in-kind services that have a direct benefit to the described project. When committing match dollars to a 319 project, applicants must remember that the match can only be applied to one project. When listing match dollars and source, please indicate if the funds have been secured or intend to be solicited at the time of the application.

An example of a 60 / 40 cost share for a project with a total cost of \$160,000 is \$100,000 of 319 Funds and \$60,000 cost share. The matching funds cost share is calculated by taking the amount of 319 funds requested, dividing by 60% which forces a total project price and then subtracting the original 319 funds request. In this example, $\$100,000 / 60\% = \$160,000$. Subtracting \$100,000 from \$160,000 gives a balance of \$60,000 in matching funds.

Administrative Costs - All applications **MUST** keep the administrative cost category at 10% or lower. DEQ has instituted a 10% cap for all administrative costs for all application categories in accordance with the National Guidance from EPA. This cap

must be maintained. Administrative activities that can be included in project costs include but are not limited to: project reporting, mailing, rent, insurance, and office supplies.

Formatting— When preparing an application, please use the following format:

- One-inch bottom, top and side margins.
- Arial or Times fonts.
- Font size no smaller than 11 points save for footnotes or endnotes.
- Single spacing throughout narrative.
- Font style, size, and spacing requirements do not apply to tables, captions, spreadsheets, footnotes or endnotes.
- The project title of five words or less.
- Applications are limited to 10 pages of narrative and 5 support pages. Support pages may include maps, photos, data, milestone table, budget table, and letters of support table. Nonpoint Source Grant Application Summary Form and letters of support are not included in page count totals.
- When submitting an application in draft form, please provide 1 hard copy and 1 application in electronic format by September 28, 2007.
- When submitting a Final Application, please provide 2 hard copies and 1 electronic format by November 30, 2007.
- The top page of the application will be the Nonpoint Source Grant Application Summary Form. It should be completed to the best of the applicant's ability for the draft submission. DEQ Staff is available to assist in completing the form.
- Final Applications must have the entire Nonpoint Source Grant Application Summary Form completed and signed by the authorized agent of the sponsoring organization.
- All signatures must be original and in BLUE ink for Final Applications on hard copies.

Grant Application Summary Form—The Nonpoint Source Grant Application Summary Form attached to this document as Attachment B. The form is also available electronically and includes drop down menus to assist in completion. Please contact Rob Rung at 406-444-6756 or rrung@mt.gov for the electronic version of the form.

3.3 Components of Application Section 1.0: Project Introduction and General Description

All applications must have a brief introduction of the overall project and the sponsoring organization. The proposed project should implement and support Montana's 2007 Nonpoint Source Management Plan **The application should state how the project will accomplish priority actions under the Nonpoint Source Plan (NPS Section 5.1).** (<http://www.deq.state.mt.us/wqinfo/nonpoint/NonpointPlan.asp>)

The Introduction will be comprised of subsections. These subsections are described below. Each subsection must have a header identifying the subsection and contain the information described below.

- **Statement of Need and Intent**

The project application must clearly describe a ground-water quality restoration plan activity and / or a NPS program need and the project's resulting benefit. Prevention of pollution in impacted or threatened waters is considered a benefit. The statement of need must detail the project area; identify water quality issues of the project area (including lack of information); and how the project will benefit the State of Montana and in particular, how ground-water quality restoration will achieve water quality standards in the watershed area or source waters for a public water supply.

The Statement of Need and Intent must contain the overall expected outcomes of the project. **Outcomes** are the results or consequences of carrying out the proposed actions in the application (such as goals and objectives). **Outcomes** are measurable quantitative results of the work of the grant (e.g. meet water quality standards or reduce ground-water nitrate concentration).

- **Ground–Water Restoration or Protection Components**

The DEQ will support high quality 319 Ground-Water Restoration grant proposals for all areas of the state. All applications **MUST** include the planning and/or implementation of a ground-water restoration or protection strategy. Projects with initial planning efforts are sought, such as proposals that carry out ground-water quality recommendations from initiated and/or completed TMDLs or that propose to complete and/or implement DEQ approved Source Water Protection Plans (SWPPs). Ground-water restoration grant applications that propose to address DEQ's statewide NPS ground-water quality restoration goals are also encouraged. Grant applications should detail priorities contained within a restoration or protection plan and how their application will continue and / or initiate the desired course of action described within the plan. As more emphasis is being placed on interrelated ground- and surface water quality effects in areas of rapid population growth (e.g. impairments from decentralized on-site waste water treatment systems and storm water runoff), it is hoped that innovative 319 project ideas will be initiated. Examples include the creation of septic system maintenance districts, and where possible the conversion from individual septic systems to community treatment systems employing technologies such as tertiary waste water treatment by constructed wetlands and other Low Impact Development Concepts (LID). Ground-water restoration and implementation activities could include tasks such as: 1) development of a SWPP; 2) engineering design work; 3) activities to oversee SWPP engineering designs; 4) Sampling Analysis Plan (SAP) development and field monitoring and / or modeling; 5) SWPP implementation; 6) post implementation monitoring; and 7) restoration project operation and maintenance.

- **Aquifer Relationship to Surface Water**

Describe ground-water / surface water interaction in the project area. When data are limited, grant applicants may hypothesize what the ground-water connection is to surface water quality. Alternatively, if the proposed 319 Ground-Water Restoration project targets a public water supply, the health effect(s) of the identified potential contaminants must be discussed.

Provide general information on the aquifer region being studied, such as land ownership, land use, soils, and pertinent regional geology. Describe the aquifer's designated use classification, and discuss to what extent the designated uses of the water resource are being met. All projects must include geo-locational information (section, township, range), time of year and project duration information (DEQ prefers a preliminary / draft design to be submitted with the projects description).

Provide information regarding the ground-water resource that will further aid in understanding the project and how it relates to a restoration or protection strategy. Examples are: document the use of the ground-water system being studied as a drinking water supply, discuss the impact of ground-water quality on the consumers or speculate on the consequences if the situation or problem is not addressed.

- **Project Planning and Management**

The application should show that the project efficiently and effectively achieves Montana's NPS goals. This section will include an analysis of how the responsible parties were selected and the costs were calculated for each section. Costs for subcontractors, in-kind support efforts, and other funding sources must also be included. The application should detail what level of overall project funding will be from 319 funds and how the applicant determined the amount. Describe the products that will be delivered to the DEQ at the completion of each task (outputs). Show that consideration was given to the costs of reporting, method of delivery of products to DEQ and efficient use of 319 funds. Applications should detail how the project will maintain all documentation and reporting on performance measures / environmental benefits.

When preparing the application, it is imperative that organizations detail an analysis of how costs are calculated, when contracted help (subcontractors) will be utilized and how reporting / products will be conveyed to DEQ.

THIS ANALYSIS SHOULD BE PRIMARILY CONTAINED IN THE INTRODUCTION AND HIGHLIGHTED WHEN NECESSARY THOUGH OUT THE DOCUMENT

- **Collaborative Effort**

Applicants must document in this section how the project proposal was developed and will be carried out under a collaborative effort. Applications must show that the project has reached out to all possible sources of funding and assistance for successful project

completion. Include the organizations that would most logically be involved in a comprehensive coordinated effort. Describe the sources of technical and financial assistance needed and / or authorities that will be relied upon to develop and / or implement this plan. Applications need to address other relevant Federal, State, local and private funds and resources that may be available to assist in implementing the effort.

Letters of Support - Support from the local stakeholders is a key element in the success of a project. Applicants are required to provide a minimum of three letters of support from local stakeholders for the project grant application. Applicants are encouraged to submit more than three letters of support if possible. All letters of support must be described within this subsection showing a broad base of support for the application.

- **Reporting Requirements**

This subsection must detail in what format and how products will be delivered to DEQ. All status, annual, and final reports will be submitted in electronic as well as hardcopy format, for inclusion in the Grant Reporting and Tracking System (GRTS). Reports consisting of the compilation and / or analysis of existing data will also be submitted in electronic format, for inclusion in GRTS.

All applications must include a narrative on how reporting requirements will be achieved. The reporting requirements for all projects will include submission of status reports, annual, and final reports for the project. Status reports are to be submitted with billing requests and should detail the work that the grantee is requesting for reimbursement. Annual reports are also required that will detail project expenses and accomplishments. The final report will consist of a document that will act as a “stand alone” report for the entire project. Parties unfamiliar with the project must be able to read the final report and have a clear understanding of the project from inception to completion, including data collection, photo documentation, analysis of accomplishments, description of any obstacles encountered, recommendations for future projects, and a complete fiscal breakdown of the overall project budget and how 319 funds were expended.

Additional reporting requirements must be included in the SOW for all Ground-Water Restoration projects. Restoration projects must report all data compiled and / or collected as a result of the project. EPA’s 319 national guidance requires that all projects involving “on-the-ground” activities that address nitrogen, phosphorous or sediment must estimate pollutant load reductions. Restoration projects must report “load reductions for nutrients and / or sediment by identification of Best Management Practice [BMP] or method utilized to reduce the pollutant.” When a BMP is implemented, the project sponsor must establish load reductions utilizing either a model or monitoring techniques to establish the reduction. In other words, a project utilizing BMPs to reduce nutrients and / or sediment must report on how successful the project

was in reductions in those pollutant loads. This data must be included in GRTS and will be input into the database by DEQ.

In order to improve State and public access to water quality data, all in-stream water quality monitoring data for water resources collected pursuant to the implementation of a Section 319 project, must be included in STORET. The water quality monitoring data therefore must conform to a specific format for direct import using the STORET Import Module (SIM). SIM compatible Electronic Data Deliverable (EDD) file specifications are detailed on the web at

http://www.deq.state.mt.us/wqinfo/datamgmt/STORET_SIM_Support.asp. Questions regarding the SIM compatible format can be directed to Jolene McQuillan of the Data Management Section, (406) 444-5304 or jmcquillan@mt.gov for further consultation.

Applicants must incorporate the reporting requirements as tasks and describe the products. Applicants should consider the reporting and delivery requirements associated with providing products to DEQ for input to STORET and GRTS when calculating the costs of the task. The line item(s) can be either objective or task level. A restoration project may take several tasks for reporting requirements completion but should be limited to within one goal or one objective level of the SOW.

- **Education & Outreach Component**

Applications for ground-water restoration projects must contain an Education and Outreach (E&O) component. This component should be a subcategory within the Introduction. DEQ will limit the percent of 319 water quality restoration funds that can be allocated towards E&O to 10% of the total 319 funds requested. Applicants must be able to justify the costs associated with E&O activities and the benefit to the project and ultimately improved water quality. The cost cap only applies to the 319 funds requested; applicants can obligate greater amounts of funds for their E&O activities from other funding sources to utilize towards the match requirements.

The E&O component should identify the target audience, information to be disseminated, method of delivery, and method of monitoring to evaluate effectiveness. The E&O component must be detailed as a specific line item within the SOW and have reasonable associated costs. The specific line item can be either objective or task level.

- **Monitoring Component**

The Monitoring Component will be a subsection of the Introduction. The monitoring component will be included in the SOW as a separate line item for the project at the goal, objective or task level. The narrative for the Monitoring Component must ensure that monitoring is consistent with the state's EPA-approved Quality Assurance Project Plan (QAPP) and identify any site-specific amendments required for this project that are not covered by the QAPP. The project monitoring standard operating procedures (SOPs) must be contained in the SOP manuals accompanying the state's QAPP. The application may describe an alternative approach that includes a schedule to develop

the appropriate procedure as more information becomes available. The DEQ project officer must approve the QAPP before sampling and monitoring begins. Specific guidelines on writing a QAPP are provided on EPA's Web site at <http://www.epa.gov/volunteer/qappcovr.htm>. Attachment J contains a QAPP form / outline that can be filled out and submitted to the project officer that will usually suffice to meet this requirement. Monitoring plans may, dependent upon the QAPP, require a Sampling and Analysis Plan (SAP) for the project. For assistance on SAP development, please contact Mark Bostrom, DEQ QA Officer at 406-444-2680 or via email at mbostrom@mt.gov.

Additionally, this subsection must describe how and when data will be managed and reported. Results from the data analysis should be used to evaluate progress, determine if changes in project / monitoring design need to be considered and assess the overall final project success. Identify the organization(s) responsible for project evaluation and specify how the resulting information from the data analysis will be shared and utilized for future projects. The QAPP and /or SAP should describe how the data will be conveyed to DEQ so that it can be input into the STORET database system and GRTS database. For all restoration projects, measures of success must be developed as outputs and outcomes (measurable results). These measures should be reported in the annual and final reports. Applicants should consider the **Monitoring Component** and associated **Reporting Requirements** when calculating task costs.

3.4 Components of Application Section 2.0: Scope Of Work (SOW)

The application must contain a Scope of Work (SOW). The SOW will consist of Tasks, Responsible parties, Timelines, Costs and Outputs (Deliverables). A SOW must contain a minimum of one task. All tasks must be numbered sequentially throughout the SOW. Administrative Costs and / or Fees must be listed as a separate task within the plan.

Task descriptions in the application MUST detail how the task will be accomplished. Immediately after this task description, the following must be listed:

Responsible Party
319 Cost
Match Cost Share, Source and Status (secured or intent)
Output(s)

The tasks and activities should be logically presented, and the responsible entities and their contributions clearly delineated. An ideal number of tasks to be included in a SOW would range from four to eight (this includes a task for project administration and/or administrative costs). Applications will not be penalized for containing less than four tasks or more than eight tasks.

The application should contain a description of the project that provides a clear picture of the extent and type of work to be accomplished. A detailed design is not necessary, but the description should be adequate to enable proposal reviewers to understand the level of anticipated results and likelihood of achieving these results.

When assembling the SOW, please remember that a task or series of tasks must be completed to meet an objective. For each objective being met, the plan moves closer to achieving the stated project outcome(s).

An example SOW for a Ground-Water Restoration project is found in Attachment E. If you have questions, contact Rob Rung, DEQ Contract / Grants Officer at 406-444-6756 or rrung@mt.gov.

3.5 Components of Application Section 3.0: Support Documents

The grant application must also have the support documents described below.

- **Project Milestone Table**

A milestone table provides the best method to demonstrate how a project will progress at a glance. The project milestone table should be referenced in the narrative and included as a support document. An example milestone table is found in this document as Attachment G.

- **Project Budget Table**

A Project Detail Budget Table provides the best format for providing the required budget information. The budget table provides a summary of project budgets and the sources of funds. The project budget table should be referenced in the narrative and included as a support document. The dollar figures utilized in the SOW must be consistent with the budget table and totals on the Project Summary Sheet. An example budget table is found in this document as Attachment H.

- **Project Map**

Provide map(s) showing location and size of project activities and / or aquifer. Maps must detail project location by section / township / range and when appropriate longitude and latitude. Appropriate information incorporated on the map may include when necessary: land uses, land ownership, and project location and important water resources (including major wetlands). Also, provide information on locations of present, past and future sampling sites, sources of problems or critical areas, and other pertinent information such as wells, natural springs, and point sources.

- **Letters of Support**

Letters of Support for the project and a Table (Attachment C of this Call for Grant Applications) summarizing those letters should be included in Section 3 of the Grant application.

4.0 SPECIFIC CRITERIA FOR EDUCATION & OUTREACH PROJECTS

Applications for Education and Outreach Projects must contain the specific information and adhere to the requirements detailed in below. All applications must address Education and Outreach (E&O) activities related to NPS water quality impacts in order to qualify for funding in this category.

Applications for Top Priority projects will receive first consideration for funding during the evaluation process. Applications for High Priority projects will receive the next consideration for funding; Medium Priority project applications will be evaluated last. Funding levels will be tied to the priority level of the proposed project plan as long as the application meets all other criteria and the project addresses NPS Plan implementation activities.

319 E&O grant applications that carry out recommendations from initiated and/or completed TMDLs will receive the highest or **TOP PRIORITY** for funding consideration. The watersheds with DEQ approved TMDL water quality plans are shown in “Attachment I” of this document and a list of these plans is available at: <http://www.deq.state.mt.us/wqinfo/TMDL/finalReports.asp>.

Additionally, 319 E&O grant applications that propose to develop, complete and/or implement **multi-state or statewide E&O campaigns identified in the Nonpoint Source Plan’s** Five-Year Action Plan will also receive the highest or **TOP PRIORITY** for funding consideration. Referring to Table 5.3 in Section 5 of the 2007 NPS Management Plan, E&O campaigns targeting 1) Urban growth and development issues; 2) Riparian and wetland buffer protection; or 3) Small farm and ranch conservation receive the **TOP PRIORITY** status.

319 E&O grant applications that propose to address statewide needs to combat nonpoint source pollution will receive **HIGH PRIORITY** for funding consideration. DEQ’s statewide E&O five-year goals identified in Table 5.3 of the 2007 NPS Management Plan describe other **HIGH PRIORITY** needs which include: 1) Promotion, development and coordination of watershed groups; 2) Development and certification of volunteer monitors in watershed groups; 3) Establishing and expanding water curriculum in schools through coordination with statewide organizations; or 4) Development and promotion of BMP training for state, county and city road maintenance personnel.

The third tier, or **MEDIUM PRIORITY**, 319 E&O grant applications apply education and outreach priority activities, as outlined in Table 5.3 in Section 5 of the 2007 NPS Management Plan, that will combat nonpoint source pollution from a regional or local approach. Targeting regional or local audiences is important and could offer diverse outputs for future statewide or multi-state approaches.

4.1 Application Outline for Education & Outreach Projects

The application must be submitted in the following manner:

- Project Summary Sheet
- Section 1.0 – Project Introduction and General Description
 - Statement of Need and Intent (Identify if the proposal is for either implementation in a EPA approved TMDL area OR for a major-themed issue from a statewide perspective)
 - TMDL/Water Quality Plan (WQP) and/or State NPS Plan E&O Components
 - Project Planning and Management
 - Collaborative Effort
 - Reporting Requirements
 - Target Audience
 - Coordination and Delivery
 - Effectiveness Evaluation
- Section 2.0 – Scope of Work (SOW)
- Section 3.0 – Support Documents
 - Project Milestone Table
 - Project Budget Table
 - Project Map (see text box below)
 - Letters of Support

4.2 Application Administrative Requirements

Cost Share Requirements- Applicants must be able to meet a 40% cost share (also known as match) for the project. The cost share will utilize non-federal matching funds for the project and must be from a private, state, local, or non-profit source. The cost share can be in the form of cash, other grants, or in-kind services that have a direct benefit to the described project. When committing match dollars to a 319 project, applicants must remember that the match can only be applied to one project. When listing match dollars and source, please indicate if the funds have been secured or intend to be solicited at the time of the application.

An example of a 60 / 40 cost share for a project with a total cost of \$160,000 is \$100,000 of 319 Funds and \$60,000 cost share. The matching funds cost share is calculated by taking the amount of 319 funds requested, dividing by 60% which forces a total project price and then subtracting the original 319 funds request. In this example, $\$100,000 / 60\% = \$160,000$. Subtracting \$100,000 from \$160,000 gives a balance of \$60,000 in matching funds.

Administrative Costs - All applications **MUST** keep the administrative cost category at 10% or lower. DEQ has instituted a 10% cap for all administrative costs for all application categories in accordance with the National Guidance from EPA. This cap must be maintained. Administrative activities that can be included in project costs

include but are not limited to: project reporting, mailing, rent, insurance, and office supplies.

Formatting—When preparing an application, please use the following format:

- One-inch bottom, top and side margins.
- Arial or Times fonts.
- Font size no smaller than 11 points save for footnotes or endnotes.
- Single spacing throughout narrative.
- Font style, size, and spacing requirements do not apply to tables, captions, spreadsheets, footnotes or endnotes.
- The project title of five words or less.
- Applications are limited to 10 pages of narrative and 5 support pages. Support pages may include maps, photos, data, milestone table, budget table, and letters of support table. Nonpoint Source Grant Application Summary Form and letters of support are not included in page count totals.
- When submitting an application in draft form, please provide 1 hard copy and 1 application in electronic format by September 28, 2007.
- When submitting a Final Application, please provide 2 hard copies and 1 electronic format by November 30, 2007.
- The top page of the application will be the Nonpoint Source Grant Application Summary Form. It should be completed to the best of the applicant's ability for the draft submission. DEQ Staff is available to assist in completing the form.
- Final Applications must have the entire Nonpoint Source Grant Application Summary Form completed and signed by the authorized agent of the sponsoring organization.
- All signatures must be original and in BLUE ink for Final Applications on hard copies.

Summary Form—The Nonpoint Source Grant Application Summary Form attached to this document as Attachment B. The form is also available electronically and includes drop down menus to assist in completion. Please contact Rob Rung at 406-444-6756 or rrung@mt.gov for the electronic version of the form.

4.3 Components of Application Section 1.0: Project Introduction and General Description

All applications must have a brief introduction of the overall project and the sponsoring organization. The proposed project should implement and support Montana's 2007 Nonpoint Source Management Plan. **The application should state how the project will accomplish priority actions under the Nonpoint Source Plan.**

(<http://www.deq.state.mt.us/wqinfo/nonpoint/NonpointPlan.asp>)

The Introduction must contain the overall expected outcomes of the project. **Outcomes** are the results or consequence from carrying out the grant program for achieving programmatic goals or objectives. **Outcomes** are measurable quantitative results of the work of the grant (e.g. meet water quality standards or urban runoff target).

- **Statement of Need and Intent**

The project application must clearly describe a E&O activity and / or a NPS program need and the project's resulting benefit. Prevention of pollution in impacted or threatened waters is also considered a benefit. The statement of need must detail the project area; identify how E&O will benefit water quality issues or NPS pollution prevention in the State of Montana; Address how particular E&O project can be evaluated to measure success for potential use in other regions of state.

- **TMDL/Water Quality Plan (WQP) and/or State NPS Plan E&O Components**

All applications must include implementation of actions called for in either an existing Total Maximum Daily Loads/Water Quality Plan (WQP) or include activities that will lead to the development of E&O programs identified in the Montana Nonpoint Source Management Plan. Education & Outreach project applications that implement a TMDL/Water Quality Plan will be given the same preference as E&O projects that satisfy E&O prioritizations identified in the Five-Year Action Plan, Table 5.3 in Section 5 of the 2007 Montana NPS Management Plan.

From the 2007 plan, identify the specific NPS Management Plan E&O priorities and actions that the project will address. The proposal must also show how it will support and implement the overall goals and objectives of the 2007 Plan.

- **Project Planning and Management**

The application should show that the project efficiently and effectively achieves Montana's NPS Plan priorities and actions as identified in Section 5 of the 2007 NPS Plan. This section will include an analysis of how the responsible parties were selected and the costs were calculated for each section. Costs for subcontractors, in-kind support efforts, and other funding sources must also be included. The application should detail what level of overall project funding will be from 319 funds and how the applicant determined the amount. Describe the products that will be delivered to DEQ at the completion of each task. Show that consideration was given to the costs of reporting, method of delivery of products to DEQ and efficient use of 319 funds. Applications should detail how the project will maintain all documentation and reporting on performance measures / environmental benefits.

When preparing the application, it is imperative that organizations detail an analysis of how costs are calculated, when contracted help (subcontractors) will be utilized and how reporting / products will be conveyed to DEQ.

THIS ANALYSIS SHOULD BE PRIMARILY CONTAINED IN THE INTRODUCTION AND HIGHLIGHTED WHEN NECESSARY THROUGH OUT THE DOCUMENT

- **Collaborative Effort**

Applicants must document in this section how the project proposal was developed and will be carried out under a collaborative effort. Applications must show that the project has reached out to all possible sources of funding and assistance for successful project completion. Include the organizations that would most logically be involved in a comprehensive coordinated effort. Describe the sources of technical and financial assistance needed and / or authorities that will be relied upon to develop and / or implement this plan. Applications need to address other relevant Federal, State, local and private funds and resources that may be available to assist in implementing the effort.

Letters of Support - Support from the local stakeholders is a key element in the success of a project. Applicants are required to provide a minimum of three letters of support from local stakeholders for the project grant application. Applicants are encouraged to submit more than three letters of support if possible. All letters of support must be described within this subsection showing a broad base of support for the application.

- **Reporting Requirements**

All applications must include a narrative on how reporting requirements will be achieved. The reporting requirements for all projects will include submission of status, annual and final reports for the project. All bills must be accompanied by a project status report. The reporting requirements for all projects will include submission of status reports, annual, and final reports for the project. Status reports are to be submitted with billing requests and should detail the work that the grantee is requesting for reimbursement. Annual reports are also required that will detail project expenses and accomplishments. The final report will consist of a document that will act as a “stand alone” report for the entire project. Parties unfamiliar with the project must be able to read the final report and have a clear understanding of the project from inception to completion, including data collection, photo documentation, analysis of accomplishments, description of any obstacles encountered, recommendations for future projects, and a complete fiscal breakdown of the overall project budget and how 319 funds were expended.

This subsection must detail in what format and how products will be delivered to DEQ. All status, annual, and final reports will be submitted in electronic as well as hardcopy format, for inclusion in GRTS. Reports consisting of the compilation and / or analysis of existing data will also be submitted in electronic format, for inclusion in GRTS.

As a part of an EPA National Mandate, all projects involving “on-the-ground” activities that address nitrogen, phosphorous and sediment reductions must provide data estimating load reductions from the implementation of the project . Additionally, the applicant will be responsible for supplying DEQ with baseline information on the project location, area, conceptual design, pollutants addressed, and water quality benefits. Any monitoring activities will require a Sampling Analysis Plan (SAP) that must be approved by DEQ prior to project implementation.

In order to improve State and public access to water quality data, all in-stream water quality monitoring data for water resources collected pursuant to the implementation of a Section 319 project, must be included in STORET. The water quality monitoring data therefore must conform to a specific format for direct import using the STORET Import Module (SIM). SIM compatible Electronic Data Deliverable (EDD) file specifications are detailed on the web at

http://www.deq.state.mt.us/wqinfo/datamgmt/STORET_SIM_Support.asp. Questions regarding the SIM compatible format can be directed to Jolene McQuillan of the Data Management Section, (406) 444-5304 or jmcquillan@mt.gov for further consultation.

- **Target Audience**

Describe the target audience by answering the following questions:

- Who is the focus of the E & O project?
- How many people will your project reach?
- Are these the resource managers or users who can effect decisions to improve water quality?
- Is the target audience directly linked to the source of impairment?
- If the target audience is not directly linked to a source of impairment (i.e. school children, targeted public, etc) explain how, over the long term, the project will contribute to the restoration and protection of water quality.

Use the explanation and examples of Social Marketing found in the E&O Strategy of the NPS management plan to direct target audience activities. Target audiences constitute landowners, non-profit organizations, agencies etc. found within watershed areas. Target audiences from a state-wide perspective include agencies or organizations that work across Montana or citizens across the state that have similar resource management issues and the ability to effect change.

- **Coordination and Delivery**

The project should not duplicate previous or on-going efforts. All relevant stakeholders should be involved with watershed-level projects. This includes coordinating efforts with other resource agencies such as NRCS, conservation districts, cooperative extension, etc. Projects involving statewide E&O materials production must demonstrate that the publication, video, billboard, etc. does not replicate a previous effort that is still relevant and available to the target audience. All E&O projects having multiple funding sources must describe the obligations and accountability to the other funding sources. If this is

the continuation of a multi-year project explain how this project builds on previous efforts.

Describe how the product will be delivered to the target audience. Demonstrate how you can assure DEQ that the product will be reaching the people who need to see it i.e. stakeholders in finalized TMDL watersheds or stakeholders that are concerned with a major-themed issue, and that those people are utilizing the product.

- **Effectiveness Evaluation**

The project should have measurable outcomes related to water quality protection or improvement. Describe how the project will be evaluated. For example, implementation of nonpoint source controls, trends in water quality, surveys of public awareness, or actions to measure changes in attitude over time.

4.4 Components of Application Section 2.0: Scope Of Work (SOW)

The application must contain a Scope of Work (SOW). The SOW will consist of Tasks, Responsible parties, Timelines, Costs and Outputs (Deliverables). A SOW must contain a minimum of one task. All tasks must be numbered sequentially throughout the SOW. Administrative Costs and / or Fees must be listed as a separate task within the plan.

Task descriptions in the application **MUST** detail how the task will be accomplished. Immediately after this task description, the following must be listed:

Responsible Party
319 Cost
Match Cost Share, Source and Status (secured or intent)
Output(s)

The tasks and activities should be logically presented, and the responsible entities and their contributions clearly delineated. An ideal number of tasks to be included in a SOW would range from four to eight (this includes a task for project administration and / or administrative costs). Applications will not be discounted for containing less than four tasks or more than eight tasks.

The application should contain a description of the project that provides a clear picture of the extent and type of work to be accomplished. A detailed design is not necessary, but the description should be adequate to enable proposal reviewers to understand the level of anticipated results and likelihood of achieving these results.

When assembling the SOW, please remember that a task or series of tasks must be completed to meet an objective. For each objective being met, the plan moves closer to achieving the stated outcome(s).

An example SOW for Education and Outreach projects is found in Attachment F. Please review the sample SOW for the appropriate category. If you have questions, contact Rob Rung, DEQ Contract / Grants Officer at 406-444-6756 or rrung@mt.gov.

4.5 Components of Application Section 3.0: Support Documents

The grant application must also have the support documents described below.

- **Project Milestone Table**

A milestone table provides the best method to demonstrate how a project will progress at a glance. The project milestone table should be referenced in the narrative and included as a support document. An example milestone table is found in this document as Attachment G.

- **Project Budget Table**

A Project Detail Budget Table provides the best format for providing the required budget information. The budget table provides a summary of project budgets and the sources of funds. The project budget table should be referenced in the narrative and included as a support document. The dollar figures utilized in the SOW must be consistent with the budget table and totals on the Project Summary Sheet. An example budget table is found in this document as Attachment H.

- **Project Map**

Provide map(s) showing location and size of project activities and/or aquifer. Maps must detail project location by section/township/range and when appropriate longitude and latitude. Appropriate information incorporated on the map may include when necessary: land uses, land ownership, and project location and important water resources (including major wetlands). Also, provide information on locations of present, past and future sampling sites, sources of problems or critical areas, and other pertinent information such as wells, natural springs, and point sources.

- **Letters of Support**

Letters of Support for the project and a Table (Attachment C of this Call for Grant Applications) summarizing those letters should be included in Section 3 of the Grant application.